

Program Description/Textbook or Print Instructional Material

Vendor: Thomson Learning/Course Technology Web Address: www.course.com

Title: Microsoft Office Applications Advanced

Author: Pasewark Copyright: 2004

ISBN: 0-619-05500-6 Course/Content Area: Vocational and Career Education; Business Program; Advanced Computer Applications.

Intended Grade or Level: 9-12 Readability Level: 9.0 (Flesch Kincaid)

List Price: 52.95 Lowest Wholesale Price: 39.00

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content

- An abundance of business, career, personal, and educational applications.
- Critical thinking applications and problem solving projects.
- Clear, concise instructions with minimum reading and maximum hands-on experience, presented in an uncluttered, easy to follow page layout.
- Completed illustrations of finished documents.

Student Experiences

- When the Introductory and Advanced books are used together, students will learn all of the necessary skills to become Microsoft Office Specialist certified at the core level for Word, Excel, Access, and PowerPoint.

Assessment

Our Microsoft Office Applications books provide a wide variety of applications, projects, and simulations that will appeal to students with different computer skills and personal interests. Instructions and activities are generic and work for Microsoft Office XP, Office 2000, and Office 2003.

Organization

Introduction

Unit 1 Advanced Microsoft Word

Unit 2 Advanced Microsoft Excel

Unit 3 Advanced Microsoft PowerPoint
Unit 4 Advanced Microsoft Access
Unit 5 Advanced Microsoft Outlook
Unit 6 Advanced Microsoft Publisher and FrontPage
Unit 7 Critical Thinking and Problem Solving Projects
Unit 8 Business Association Simulation
Unit 9 International Business Simulation

Resource Materials

Gratis Items To Be Provided And Under What Conditions

Instructor's Resource Kit (0-619-05576-6) Free 1 per teacher
Annotated Instructor's Edition (0-619-05593-6) Free 1 per teacher

Available Ancillary Materials

Advanced M/S Office 2000 Step by Step (0-619-05592-8)
Advanced Microsoft Office XP Step by Step (0-619-05527-8)

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **“not available”** in the space.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Microsoft Office Applications—Advanced Cost: \$39.00			
Publisher: Thomson-Course Technology			
Item Evaluated: Textbook & Teacher Resource Package			
Copyright Date: 2004		Evaluator: Melissa Helton	
Content Level: 9-12		Date of Evaluation: July 31, 2003	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:	
<input checked="checked" type="checkbox"/>	Recommended by reviewers to State Textbook Commission
<input type="checkbox"/>	Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



**Group V - Career/Technical
Vocational/Practical Living Education
Instructional Materials Evaluation Tool
Business**



Title: Microsoft Office Applications—Advanced		Publisher: Thomson-South-Western
Technology Management Summary Data:	20 possible points	0 points earned
Technology Management Comments: CD-ROM Unavailable		
Technology Presentation/Interface Summary Data:	40 possible points	0 points earned
Technology Presentation/Interface Comments: CD-ROM Unavailable		
Content Summary Data:	44 possible points	24 points earned
Content Comments: Real World Applications & Employability Skills—Good. No Integration of Math. Some Communications.		
Instruction & Assessment Summary Data	52 possible points	33 points earned
Instruction & Management Comments: Little Variety in Activities. Limited Resources for Assessment & not very engaging. No CATS like Assessment.		
Organization & Structure Summary Data	36 possible points	25 points earned
Organization & Structure Comments: Step by Step Instructions are in a separate book rather than in the Activities Book.		
Resource Material Summary Data	40 possible points	15 points earned
Resource Material Comments: No online Resources Available. Limited suggestions for special needs or for integration with other subject areas.		



Group V - Career /Technical & Vocational/Practical Living **Electronic Instructional Media Review Form** **Stand Alone/Independent or Integrated Software for Business**



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain _____

Type of Software: Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	0
Allows students to exit and resume at a later time.	0
Keeps a students performance record, where needed.	0
Allows control of various aspects of the software (e.g., turning sound off).	0
Allows for printed reports.	0
Comments: Unable to view.	Total 0

Presentation/Interface	Rating
Presents material in an organized manner.	0
Has consistent, easy-to-use, on-screen instructions.	0
Has developmentally correct presentation format.	0
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	0
Accessible for special needs students.	0
Runs smoothly, without long delays.	0
Presents easy-to-view text and graphics.	0
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	0
Provides immediate, appropriate feedback.	0
Comments: Unable to View.	Total 0

Content—Business	Rating
Career Experiences	3
Employability Skills	4
Teamwork	3
Global Perspective	0
Mathematical Skills	0
Communication	3
Diversity	0
Ethical Practices	0
Academic Integration	3
Real World Application	4
Content Area Concepts Addressed	4
Comments:	Total 24

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	2
Engages Students	2
Develops Business Ideas	3
Promotes Student Thinking	2
Assesses Student Progress	3
Enhances The Learning Environment	2
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	3
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	0
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	2
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	3
Differentiation techniques and activities suggested.	3
Comments:	Total 33

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	2
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	2
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	3
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	0
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	3
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	3
Comments:	Total 25

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	2
Extension activities including adaptations and accommodations for students with special needs.	2
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	3
Suggestions are made for integration of themes and /or interdisciplinary instruction.	2
Integration opportunities suggested and examples given.	2
Teacher resources are available online.	0
Online resources available – Repeat of information in text.	0
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments:	Total 15

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable